



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

Canc frp: Sep 10

COMNAVCRUITCOMNOTE 5214
00SD
20 Feb 2010

COMNAVCRUITCOM NOTICE 5214

From: Commander, Navy Recruiting Command

Subj: INDEX OF EFFECTIVE REPORTING REQUIREMENTS FOR NAVY
RECRUITING COMMAND ACTIVITIES

Ref: (a) SECNAV M-5214.1

Encl: (1) Index of NAVCRUITCOM Reports
(2) Index of NAVCRUITCOM Public Reports
(3) Index of Feeder Reports
(4) Listing of Cancelled Reports

1. Purpose. Per reference (a), and based on the semi-annual review of NAVCRUITCOM reporting requirements, a current listing of required NAVCRUITCOM Reports and Feeder Reports for Navy Recruiting Command headquarters and field activities is provided. This is the numerical index as of February 2010.

2. Action. Prior to the next review, addressees will notify the Management Services Division (OOSD) by memorandum or email of any change of cognizance or cancellation of reports under their sponsorship. Addressees will ensure submission of reports per enclosure (1). Enclosure (2) refers to the Office of Management and Budget (OMB) public reporting requirements for Headquarters personnel. Enclosure (3) is the index of required Feeder Reports. Enclosure (4) lists cancelled reports.

3. Cancellation Contingency. This notice may be retained for reference purposes.

/s/

R. L. GRAF
Deputy

Distribution:

Electronic only, via

<http://www.cnrc.navy.mil/Publications/directives.htm>

Index of NAVCRUITCOM Reports
Explanation/Information

1. The reports contained in this enclosure are listed by Standard Subject Identification Code order.
2. Explanation of column titles:
 - a. RCS. Report Control Symbol
 - b. TITLE. The title of subject of the report.
 - c. FREQ. Frequency codes for report submission.

D - Daily; W - Weekly; M - Monthly; BM - Bi-Monthly;
Q - Quarterly; SA - Semi-Annually; A - Annually;
AR - As required; V - Varies; S - Situation;
TRA - Tri-Annually; BA - Bi-Annually; OT - One-time
 - d. FORM. How the report is to be submitted - letter, form number, fax or email.
 - e. ORIG CODE. The code sponsoring the report.
 - f. AUTHORITY. The instruction or other document requiring the report.
 - g. RESPONDENT. Those codes/activities responsible for submitting the report.

Index of COMNAVCRUITCOM Reports

COMNAVCRUITCOMNOTE 5214
February 2010

RCS NO	TITLE	EXP	FREQ	FORMAT	CODE	AUTHORITY	RESPONDENTS	
NAVCRUIT 1100-5	CLO MONTHLY DRILL ACTIVITY REPORT	JUN 2011	M	TAB C	00C	COMNAVCRUITCOMINST 1100.8 TAB C	NOT LATER THAN THE LAST WORKING DAY OF EACH MONTH TO NAVCRUITDIST WITH A COPY TO NAVCRUITCOM 00C.	
NAVCRUIT 1100-6	NAVCRUITDIST CERTIFICATION OF CLO DRILL PERFORMANCE	JUN 2011	M	LTR FORMAT	00C	COMNAVCRUITCOMINST 1100.8 TAB D	SUBMIT NLT THE 10TH OF EACH MONTH REPORTING THE NUMBER OF DRILLS PERFORMED BY THE CLO DURING THE PREVIOUS MONTH. COPY TO THE NOSC, CLO AND OOC.	
NAVCRUIT 1131-1	COLLEGIATE MANAGEMENT REPORT	JUN 2011	S	NAVCRUIT 1131/40	N332	COMNAVCRUITCOMINST 1131.2 080201	NAVCRUITDIST OPO SUBMIT VIA CO PER 080201	
NAVCRUIT 1131-2	OFFICER SNAPSHOT REPORT	JUN 2011	M	NAVCRUIT 1131- 22	N31	COMNAVCRUITCOMINST 1131.2 Chapter 5 Page 2	THE SNAPSHOT REPORT SHALL BE ROUTED TO THE CO AND XO FOR REVIEW AND INITIAL MONTHLY AND RETAINED BY THE OPO FOR TWO YEARS	
NAVCRUIT 1131-3	NATIONAL OFFICER PRODUCTION REPORT	SEP 2009	M	LTR FORMAT	N5	COMNAVCRUITCOMINST 1131.2 080201	GENERATED BY NAVCRUITCOM N51 AFTER THE FIRST QTR OF THE FY. OUT-OF- LIMITS POA&M GENERATED BY THE OPO WITH A MONTHLY UPDATE PROVIDED TO THE COM ON THE STATUS OF ALL OUTSTANDING OUT-OF-LIMITS POA&MS, ONCE RESOLVED OPO SHALL MAINTAIN POA&MS FOR TWO YEARS.	
NAVCRUIT 1131-5	OFFICER RECRUITING POST-PROSPECTING ACTIVITY REPORT	JUN 2011	S	NAVCRUIT 1131/25	N31	COMNAVCRUITCOMINST 1131.2 SECTION 010407.a.(b)(2) - REFERRED TO BY FORMER TITLE OF OFFICER RECRUITING POST VISIT REPORT	THIS REPORT SHALL BE SUBMITTED ANY TIME SIGNIFICANT SOCIAL, ECONOMIC OR POLITICAL EVENTS OCCUR THAT COULD CHANGE THE RECRUITING ATMOSPHERE. THIS SHALL BE REVIEWED AND INITIALED BY THE NAVCRUITDIST CO AND MAINTAINED IN THE RESPECTIVE CDN.	
NAVCRUIT 1131-6	COLLEGIATE CONTACT REPORT	JUN 2011	Q	NAVCRUIT 1131/39	N332	COMNAVCRUITCOMINST 1131.2 080201	SUBMIT QUARTERLY TO OPO NAVCRUITDIST CO AND XO	
NAVCRUIT 1131-8	OFFICER PRODUCTION REVIEW	JUN 2011	M	NAVCRUIT 1131/23	N31	COMNAVCRUITCOMINST 1131.2 0501404	MAINTAINED BY OPO	

Index of COMNAVCRUITCOM Reports

COMNAVCRUITCOMNOTE 5214
February 2010

RCS NO	TITLE	EXP	FREQ	FORMAT	CODE	AUTHORITY	RESPONDENTS
NAVCRUIT 1131-7	NUPOC COLLEGIATE MGMT REPORT	JUN 2011	S	NAVCRUIT 1131/65	N36	COMNAVCRUITCOMINST 1131.2 080202	FALL SEMESTER NLT 31 JAN AND SPRING SEMESTER NLT 30 JUN SEE CRUITMAN OFF 070202B. FOR DETAILED INFORMATION XO WILL SIGN REPORTS CONTAINING ADVERSE INFO (R
NAVCRUIT 1133-1	ACCELERATE TO EXCELLENCE PROGRAM MGMT REPORT	JUN 2011	S	NAVCRUIT 1133/119	N35	COMNAVCRUITCOMINST 1133.11 PAGE 6	PROVIDE A COMPLETED REPORT TO NAVCRUITCOM ACCELERATE TO EXCELLENCE PROGRAM MANAGER FOR EACH ENROLLED FUTURE SAILOR AT THE END OF EACH MEMBER'S SCHOOL TERM.
NAVCRUIT 1137-1	RQAT STATISTICAL REPORT JUN	2011	M	MAIL	00IG	COMNAVCRUITCOMINST 1137.1E PARA 5.C.	RQAT FWD TO NAVCRUITCOM IG NLT 5TH WORKING DAY MONTHLY. (R
NAVCRUIT 1140-4	REPORT OF RADIO, TV, NEWSPAPER & OUTDOOR BILLBOARD MARKET DATA	JUN 2011	A	NAVCRUIT 1140/4	N921	COMNAVCRUITCOMINST 5400.2 SECTION 3305.b(8)	NAVCRUITDIST PAO'S SUBMIT MEDIA OUTLETS CONTACTED DURING THE PREVIOUS FISCAL YEAR VIA NAVCRUITREG'S TO REACH NAVCRUITCOM N921 NLT 30 MARCH OF THE YEAR FOLLOWING THE REPORTING YEAR. (R
NAVCRUIT 1400-1	REPORT OF STATUS UPON CHANGE OF COMMAND JUN	2011	S	LTR 00IG4		COMNAVCRUITCOMINST 5400.2 1506.C(1)	REGIONS, NAVCRUITDIST'S SEND TO 00IG4 A REPORT OF CHANGE OF COMMAND AFTER CHANGE IS EFFECTIVE. (R
NAVCRUIT 1430-1	E7 RCAP NOMINATIONS	JUN 2011	A	NAVCRUIT 1430/1 (Rev 06-07)	N1	COMNAVCRUITCOMINST 1430.7 Para 6.a.(4)	NAVCRUITDIST'S SUBMIT TO N1 - NEGATIVE REPORTS REQUIRED.
NAVCRUIT 1430-1	E5-E6 RCAP NOMINATIONS	JUN 2011	A	NAVCRUIT 1430/1 (Rev 06-07)	N1121A	COMNAVCRUITCOMINST 1430.7 Para 6.a.(5)	NAVCRUITDIST'S SUBMIT TO N1 - NEGATIVE REPORTS REQUIRED.
NAVCRUIT 1500-17	NAVCRUITDIST MONTHLY TRAINING REPORT	JUN 2011	M	NAVCRUIT 1500/17	N7	COMNAVCRUITCOMINST 1500.4N Para. 6.d.(6)	NAVCRUITDIST COMMAND TRAINER WILL SUBMIT TO NAVCRUITCOM N72 NLT THE 5TH OF THE MONTH FOLLOWING THE MONTH REPORTED ON (R

Index of COMNAVCRUITCOM Reports

COMNAVCRUITCOMNOTE 5214

February 2010

RCS NO	TITLE	EXP	FREQ	FORMAT	CODE	AUTHORITY	RESPONDENTS
NAVCRUIT 1650-6	ADMIRAL'S ACCELERATOR AWARD	JUN 2011	Q	ENCL (2) - EMAIL	N35B/00 SA	COMNAVCRUITCOMNOTE 1650	NO LATER THAN THE 15TH OF THE MONTH FOLLOWING THE END OF THE QTR, EACH NAVCRUITREG WILL SUBMIT ONE REPORT LISTING REGION AND NAVCRUITDIST NOMINEES VIA EMAIL TO NAVY RECRUITING COMMAND (N35)
NAVCRUIT 1700-3	SOY NOMINATIONS	JUN 2011	A	LETTER FORMAT OPNAVINST 1700.3F ENCL (1)	00E	COMNAVCRUITCOMINST 1700.3J	REGION COMMANDERS, NORU AND HQ SUBMIT NOM PKG TO ARRIVE NAVCRUITCOM 00E NLT 1 FEB FOR SELECTION BOARD CONSIDERATION. NAVCRUITCOM SOY WILL BE ANNOUNCED 22 FEBRUARY OF THE SELECTION YEAR, NEGATIVE REPORTS ARE REQUIRED.
NAVCRUIT 2060-1	TELEPHONE LINE REVIEW	JUN 2011	A	LTR/EMAIL	N63	COMNAVCRUITCOMINST 2061.2 Para 4.C(3)	NAVCRUITREG AND NAVCRUITDIST SUBMIT TO NAVCRUITCOM N63 BY 1 JULY.
NAVCRUIT 4050-1	REGION REPORT OF NO COST/PERMISSIVE MOVES	JUL2011	M	NAVCRUIT 4050/1	N1	COMNAVCRUITCOMINST 5400.2E (SOPMAN) 1506.c(1) &(4)	REGIONS WILL SUBMIT A MONTHLY REPORT TO NAVCRUITCOM N1 LISTING ALL APPROVED PERSONAL CONVENIENCE WITHIN THEIR REGION - NEG RPTS REQUIRED (R
NAVCRUIT 5040-1	CORRECTIVE ACTION TAKEN ON ALL UNSAT DISCREPANCIES	JAN 2012	S	LTR	N71	COMNAVCRUITCOMINST 5040.2N	OO VIA N7 NAVCRUITREG RPT STATUS OF ALL UNSAT DISCREPANCIES AT NRD INSP NLT 90 DAYS AFTER INSPECTION COMPLETION DATE TO OO VIA N7 (R
NAVCRUIT 5041-1	NAVCRUITDIST MONTHLY INVESTIGATION REPORT	JUL 2011	M	NAVCRUIT 5041/1	00IG	COMNAVCRUITCOMINST 1137.3	NAVCRUITDIST'S WILL SUBMIT THE NAVCRUIT 5041/1 NOT LATER THAN THE 5TH WORKING DAY OF EACH MONTH. NEGATIVE REPORTS ARE REQUIRED. (R
NAVCRUIT 5041-2	INVESTIGATIVE COMPLETION REPORT	SEP 2011	S	NAVCRUIT 5041/2	00IG	COMNAVCRUITCOMINST 5370.2	UPON COMPLETION OF THE INVESTIGATION, THE IO WILL SUBMIT THE NAVCRUIT 5041/2 TO COMNAVCRUITCOM 00IG VIA THE NAVCRUITDIST CO.
NAVCRUIT 5102-1 & OPNAV 5102-4 (MV)	MOTOR VEHICLE MISHAP REPORT	JUL 2011	S	LTR FORMAT TAB 8H	N42	COMNAVCRUITCOMINST 4400.1 812.1 & OPNAVINST 5102.1	ALL NAVCRUITCOM WILL PREPARE A MOTOR VEHICLE MISHAP REPORT (IN CASE OF A VEHICLE ACCIDENT) SUBMITTED TO NAVCRUITCOM N42 WITHIN 5 WORKING DAYS WITH A COPY TO NAVCRUITREG.

Index of COMNAVCRUITCOM Reports

COMNAVCRUITCOMNOTE 5214
February 2010

RCS NO	TITLE	EXP	FREQ	FORMAT	CODE	AUTHORITY	RESPONDENTS
NAVCRUIT 5110-2	OFFICIAL MAIL FINANCIAL EXPENDITURE REPORT (RCS) DD-P&L (Q) 1833	JUN 2011	SA	NAVCRUIT 5110/2	N8	COMNAVCRUITCOMINST 4400.1 PAGE 10-10	NAVCRUITDIST TO NAVCRUITCOM N8 NOT LATER THAN THE 15TH OF THE MONTH, FOLLOWING THE END OF THE SEMI- ANNUAL REPORTING PERIOD
NAVCRUIT 5211-1	UNAUTHORIZED DISCLOSURE OF PERSONALLY IDENTIFIABLE INFORMATION (PII)	JUN 2011	S	EMAIL/ VERBAL/ OPREP NAVY BLUE	00J	COMNAVCRUITCOMINST 5211.4 Encl (1) & OPNAVINST 3100.6	IMMEDIATELY NOTIFY NAVCRUITCOM PII COORDINATOR (00J) OF UNAUTHORIZED DISCLOSURE AND COMPLY WITH OPNAVINST 3100.6
NAVCRUIT 5216-1	DELEGATION OF SIGNATURE AUTHORITY REPORT	JUN 2011	S	EMAIL	00S	COMNAVCRUITCOMINST 5216.5D (HDQ)	NAVCRUITCOM HDQ DEPARTMENT DIRECTORS AND SPECIAL ASSISTANTS SUBMIT A COPY OF PERSONNEL IN THEIR DEPARTMENT WHO HAVE BEEN OFFICIALLY GRANTED "BY DIRECTION" AUTHORITY TO OOS. (R
NAVCRUIT 5239-2	AIS SECURITY INCIDENT REPORT	JUN 2011	S	NAVCRUIT 5239/1	N6	COMNAVCRUITCOMINST 5239.1 Chapter 5	ISSO'S FORWARD INCIDENTS TO NAVCRUITCOM AIS INFORMATION ASSURANCE MANAGER WITHIN 24 HOURS OF EACH INCIDENT.
NAVCRUIT 5354-1	SEXUAL HARASSMENT REPORT	DEC 2011	Q	LETTER FORMAT	00IG52	COMNAVCRUITCOMINST 5354.2 Para 9.f.	DISTRICT CMEO SUBMIT QUARTERLY REPORT TO 00IG52 FOR THE PRIOR QUARTER TO ARRIVE NAVCRUITCOM NLT 15 APR, 15 JUL, 15 OCT & 15 JAN. NEGS REQUIRED. (R
NAVCRUIT 5530-1	RECRUITING REGION/DISTRICT STATUS REPORT (RRDSR)	JUN 2011	S	ONLINE RRDSR VIA EMAIL	002/HQ CDO	COMNAVCRUITCOMINST 3300.1.5 Encl (2)	NAVRESCUITCOM, NAVCRUITREGS, NAVCRUITDISTS ARE TO REPORT TO NRC HQ VIA THE RRDSR UPON RECEIPT OF NAVCRUITCOM MSG <u>ACTIVATING RECRUITING</u> <u>REGION/DISTRICT STATUS REPORT</u> .
NAVCRUIT 5700-1	MUSIC FOR RECRUITING (MFR) AFTER ACTION REPORT	JUN 2011	S	NAVCRUIT 5700/1	00P1	COMNAVCRUITCOMINST 5700.1D	DISTRICT PAOS TO SUBMIT WITHIN 5 DAYS FOLLOWING MFR EVENTS TO N913 VIA FOLLOWING CHAIN OF COMMAND, EPO/OPO, CR, XO, CO. COURTESY COPY FWD TO PERFORMANCE UNIT.
NAVCRUIT 11240-1	VEHICLE SUMMARY AND ACCIDENT REPORT	JUN 2011	Q	FORMAT TAB 7F	N42	COMNAVCRUITCOMINST 4400.1 708.1	NAVCRUITDIST AND REGIONS FORWARD TO NAVCRUITCOM N42 BY THE 20TH DAY OF THE MONTH AFTER QTR END (R

Index of NAVCRUITCOM Public Reports

OMB NO	TITLE	EXP	FREQ	FORM NUMBER	CODE	RESPONDENTS
0703-0020	ENLISTEE FINANCIAL STATEMENT	9/30/2012	S	NAVCRUIT 1130/13	N3511	INDIVIDUALS OR HOUSEHOLDS
0703-0029	APPLICATION FOR COMMISSION FOR WARRANT RANK USN/USNR	12/31/2010	S	NAVCRUIT 1100/1	N311	INDIVIDUALS OR HOUSEHOLDS

Index of Feeder Reports

RCS NO	TITLE	FREQ	FORMAT	CODE	AUTHORITY	RESPONDENTS
DD-PA(A) 1365 (5720)	FREEDOM OF INFORMATION ACT (FOIA) ANNUAL REPORT	A	DD Form 2564 or LTR for NEG RPT	00J	SECNAVINST 5720.42F Encl (7)	REPORTS SUBMITTED FISCAL YEAR BASIS TO REACH 00J NLT 25 OCT. SUBMITTED BY NRD, NRR - NEG RPTS RQD.
BUPERS 1610-1	FITNESS REPORTS	A/S	NAVPERS 1610/2 (E7-06)	002	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHED: E7/E8 9/15 - E9 4/15 - 03 1/31 - 04 10/30 - 05 8/31 - 06 7/31
BUPERS 1610-1	EVALUATION REPORTS	SA	NAVPERS 1616/26 (E1-E6)	002	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHED: E1/E3 1/15 & 7/15 - E4 6/15 & 12/15 - E5 3/15 - E6 11/15 .
BUPERS 1610-1	FITNESS REPORTS	SA	NAVPERS 1610/2 (E7-06)	002	BUPERSINST 1610.10	REPORTS SUBMITTED ON THE FOLLOWING SCHED: CWO2/WO1 3/31 & 9/30 - CWO3/4 3/31 - 01 11/30 & 5/31 - 02 2/28 & 8/31.
JAG 5800-4A	QUARTERLY CRIMINAL ACTIVITY REPORT	Q	Ltr/Fax/Email	00J	COMNAVCRUITCOMINST 5800.3G	NRD, NRR & NORU FWD TO 00J NLT 10 JAN, 10 APR, 10 JUL, 10 OCT.
Exempt from Reports Control	CONFIDENTIAL FINANCIAL DISCLOSURE REPORT (NEW ENTRANT REPORT)	S	OGE FORM 450	00J	DOD 5500.7	DUE WITHIN 30 DAYS OF ASSUMING A POSITION DESIGNATED FOR FILING.
Exempt from Reports Control	CONFIDENTIAL FINANCIAL DISCLOSURE REPORT	A	OGE FORM 450	00J	DOD 5500.7	DUE NOT LATER THAN OCT 31.
Exempt from Reports Control	GIFTS OF TRAVEL AND RELATED EXPENSES FROM NON-FEDERAL SOURCES IN EXCESS OF \$250	SA	OPNAVINST 4001.1FD Encl (1)	00J	31 U.S.C. 1353 41 C.F.R. PARTS 301- & 304-1	DUE TO 00J NLT 18 APR & 18 OCT.
OMB NO. 3209-0001	EXECUTIVE BRANCH ANNUAL FINANCIAL DISCLOSURE REPORT W/ BILLET DESCRIPTION	A	SF-278	00J	DOD 5500.7	SUBMIT TO REACH BUPERS ETHICS COUNSELOR NLT 15 MAY.
NO RCS	CNP DASHBOARD REPORT	W	Email	N5	None	N5 CONSOLIDATE AND FORWARD WEEKLY TO OPNAV N100
OPNAV 5750-1	COMMAND OPS REPORT	A	Letter	OOP	OPNAVINST 5750.12	NRD & NRR SUBMIT RPT ON A FISCAL YEAR BASIS WITH AN ELECTRONIC COPY TO NAVCRUITCOM 00P.
Exempt from Reports Control	PHYSICAL READINESS INFORMATION MANAGEMENT SYSTEMS (PRIMS) REPORT	SA	Submitted online	MWR	OPNAVINST 6110.1G	COMMAND CFL WILL REPORT TWO PFA'S PER PERSON PER CALENDAR YEAR VIA THE FOLLOWING WEB SITE www.mwr.navy.mil/mwrprgms/missup.htm .
NO RCS	MONTHLY CNRC QUICK LOOK REPORT	M	Submitted by Memo for Distribution	N542	NONE	SUBMITTED FOR SIGNATURE TO 00 FIRST OF THE MONTH FOR PRIOR MONTH.
NO RCS	QUARTERLY NUCLEAR RECRUITING UPDATE	Q	Submitted by Memo for Distribution N33		NONE	SUBMITTED TO 00 FOR SIGNATURE FIRST OF MONTH FOLLOWING THE END OF THE QUARTER.

Listing of Cancelled Reports

None